



HEADQUARTERS CONNECTICUT WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1233
Middletown CT 06457



CTWG INDEX 0-9

5 March 2014

Numerical Index of CTWG Forms and Official Directive Publication

This is an index of forms in effect by CTWG Civil Air Patrol. IAW CAPR 5-4, Publications and Forms Management, this index prescribes the issuance, revision and revocation of all documents used as tools to collect, record and/or extract information. Any CTWG form not listed in this index is considered obsolete and should not be used. The most current versions of all CTWG forms are kept on file with the CTWG Director of Administration. All forms must have a directive attached to their listing when added to this publication

SECTION A NUMERICAL INDEX OF CTWG FORMS

CTWG Form 60-G – Weekly Aircraft Report

OPR: DO

CTWG Form 60-H – Aircraft Key Acceptance Form

OPR: DO

CTWG Form 77-A – Release Authorization for State Driver's History Record

OPR: LGT

OPR: LGT

CTWG Form 100-A – Radio Station Authorization (Sept 2000)

OPR: DC

CTWG FORM 123-2 Complaint Checklist

CTWG Form 170-01 – Request for Fundraising Activity (Oct 1997)

CTWG Form 173-C – Check Request for Unit Below Wing (Apr 2010)

OPR: FM

CTWG Form 173-D – Deposit Advice for Unit Below Wing (Apr 2010)

OPR: FM



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SECTION B – OFFICIAL DIRECTIVE PUBLICATION

CTWG Form 60-G – Weekly Aircraft Report

OPR: DO

This form is completed by each CTWG squadron DO and submitted to the CTWG DO and LGM each Sunday. The CTWG DO and LGM review the form and address any issues or discrepancies. The form is kept on file by the CTWG DO and destroyed at the end of each quarter.

CTWG Form 60-H – Aircraft Key Acceptance Form OPR: DO

This form is completed when accepting keys to an aircraft. The form should be filled out by the member accepting possession of the key. The member should insure that the key is in sound condition prior to accepting the key. The original is retained by the member relinquishing the key, and a copy given to the member accepting the key. This form allows the member relinquishing the key to retain proof that the key was in sound condition at time of transfer.

OPR: DO

CTWG Form 77-A – Release Authorization for State Driver's History Record

OPR: LGT

This form authorizes the CTWG Transportation Officer to obtain a member's drivers license history form from the CT DMV at no cost. This form should be given to the member by the transportation officer, and upon completion, the form should be returned to the transportation officer, who will send the form to the State of CT. This form can only be used for members holding a CT state drivers' license

CTWG Form 77-B – Additional Items Vehicle Inspection Guide

OPR: LGT

This form is a checklist of additional items to inspect before use of CAP corporate vehicles to ensure compliance with CTWG and CAP NHQ directives. All members who drive CAP vehicles should familiarize themselves with this form. Prior to driving a vehicle, all members must inspect all items listed on this form. If a discrepancy is found, the member should notify the safety and transportation officer immediately, and must not operate the vehicle until the transportation and safety officers have cleared the discrepancy and cleared the vehicle for service

CTWG Form 100-A – Radio Station Authorization (Sept 2000)

OPR: DC

This form is used to obtain a Radio Station Authorization (a Charter Oak number/radio call sign). The completed form is submitted to the Licensing Officer and approved by the CTWG Director of Communications. The form retained on file in the communications office.



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CTWG FORM 123-2 Complaint checklist (Mar 2014)

OPR: IG

The checklist will be used when handling all complaints to ensure that required documents are being completed and all case files are uploaded in to the Electronic Case Information Management (ECIM) database.

CTWG Form 170-01 – Request for Fundraising Activity (Oct 1997)

OPR: FM

This form is used by squadrons to request Wing approval to participate in a fundraising activity. ,
This form should be completed and then forwarded to the wing administrator for Wing approval.

CTWG Form 173-C – Check Request for Unit Below Wing (Apr 2010)

OPR: FM

This form is used to request reimbursement and payment of funds for squadron level expenses.
The form is submitted to the unit's finance committee for approval and then forward to CTWG HQ for processing. All supporting documentation (receipts etc) should be attached to this form.
All requests for reimbursement must comply with current CAP regulations.

CTWG Form 173-D – Deposit Advice for Unit Below Wing (Apr 2010)

OPR: FM

This form is used by CTWG unit's below wing to document the deposit of funds into a unit's financial account. The form is completed by the unit FM and forwarded to Wing HQ for processing.

SECTION C – OBSOLETE CTWG FORMS

CTWG Form 31-B – Application for Pilots	(Feb 2001)
CTWG Form 35-B – Wing Staff Officer of the Year Ballot	(Jan 1998)
CTWG Form 39-A – Nomination of Awards of Squadron Members	(Dec 1998)
CTWG Form 50-24 – CTWG Mission Telephone Log	(Jan 1998)
CTWG Form 50-25 – Mission Personnel Register	(July 2003)
CTWG Form 50-D – CTWG DDR Initiative Worksheet	(Jan 2001)
CTWG Form 50-H – Encampment Application of Cadet Staff	(Oct 2006)
CTWG Form 50-M – Medical Consent Form	(Dec 1997)
CTWG Form 50-Q – Parental Consent for Military Airlift	(Jan 1998)
CTWG Form 55-A – Ground Team Status Board	(Jan 1998)
CTWG Form 60-B - Cadet Orientation Flight Worksheet	(Jul 2008)
CTWG Form 62-A - CTWG/Squadron Monthly Safety Report	(Jan 2005)
CTWG Form 62-B – Safety Briefing Attendance Roster	(Apr 2003)
CTWG Form 62-C – Injury Reporting Form	(Oct 2000)
CTWG Form 91-A – Application for Electronic Aircraft Scheduling	(Mar 2000)
CTWG Form 91-C – Computer Asset Document	(Oct 2001)
CTWG Form 170-F – Meals & Entertainment Reimbursement	(May 2012)

Supersedes: CTWG Index 0-9, 1 June 2008 – All previous versions obsolete.
Distribution: CTWG Website, NER HQ

OPR: DA



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CTWG Form 173-A – Expense Voucher Request
CTWG Form 190-A – PAO Monthly Report

(Jan 2004)
(Aug 2012)